

	THE CORPORATION OF THE TOWN OF COBOURG
	Zero Emission Vehicle – Ad Hoc Committee Terms of Reference

**1.0 Authority**

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes and the Municipal Council of the Town of Cobourg has deemed it advisable to establish an Ad Hoc Committee to consider the transitioning of Town operated vehicles to a zero-emission platform.

In accordance with the Town’s Procedural By-law, the AdHoc Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference.

**2.0 Purpose, Mandate and Duties**

The purpose of the Ad-Hoc Advisory Committee is to assist the Town of Cobourg in researching how the Town could successfully transition Town operated vehicles to a zero-emission platform, in an effective, effectual, and positive manner. While maintaining The Town of Cobourg’s commitment to the strategic plan initiative, for a sustainable Cobourg.

**3.0 Composition and Term of Appointments**

- The Ad-Hoc Advisory Committee is comprised of:
- A minimum of one (1) and a maximum of four (4) Members from the Transportation Advisory Committee
  - A member from the Sustainability and Climate Emergency Advisory Committee
  - A minimum of one (1) and a maximum of three (3) citizen appointments
- Criteria for membership to the Ad-Hoc Advisory Committee includes:
- An ability to represent a broad range of perspectives that reflect the diversity of the community;
  - An ability to set-aside personal interests for the benefit of the entire community;
  - An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
  - Good knowledge and understanding of local and municipal assets and issues; and
  - Good knowledge of the community and its social and economic drivers.

- Additionally, experience in the fields of zero-emission vehicles, electric vehicles, and sustainability

Each voting member of the Ad-Hoc Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The Committee members must work together to fulfill the mandate of this Ad-Hoc Committee.

Members of the Zero Emission Vehicle Ad Hoc Committee shall be appointed for the duration required to make a recommendation to Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

#### **4.0 Reporting Structure**

The Ad-Hoc Committee will provide advice and recommendations to the Municipal Council of the Town of Cobourg.

All Committee minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

#### **5.0 Administration**

All meetings must be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

#### **6.0 Resources**

##### **Lead Department**

The Public Works Division will act as the lead Division for the Committee. Staff from other departments or divisions may attend meetings as required to provide expertise or report on various matters.

##### **Secretarial Support**

The Public Works Division will provide secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of agendas and minutes.

##### **Advisory Staff**

Municipal staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Ad-Hoc Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate such requests in consultation with the Committee Chair and Director of Public Works.